

St Catherine's VC C of E Primary School
Resources Committee

Tuesday, 3rd May 2022 at 4.00pm

MINUTES

Aim High, In Life, In Learning, With God - Together

Committee members: Angela Wallis (AW) Headteacher, Carly Perkins (CP) Co-opted Governor, Dale Webster (DLW) Parent Governor, Jo Devonshire (JD) Deputy Head, John Perkins (JP) Co-opted Governor, Mike Marsh (MM) Foundation DBE, Peter Falconbridge (PF) Chair of Governors, Tracey Fisher (TF) School Business Manager

In attendance: Chair – Peter Falconbridge (PF) Chair of Governors, Minutes – Dale Webster (DLW) Parent Governor, Angela Wallis (AW) Headteacher, Carly Perkins (CP) Co-opted Governor, Jo Devonshire (JD) Deputy Head, John Perkins (JP) Co-opted Governor, Tracey Fisher (TF) School Business Manager

No.	Item	Action
1.0	<u>Welcome, receive apologies and approve absence</u>	
1.1	PF opened the meeting at 4:00pm and welcomed governors. Apologies received from MM. Apologies accepted by the meeting.	
2.0	<u>To declare a conflict of interest on any item on the agenda and withdraw for that item</u>	
2.1	No declarations of conflict of interest.	
3.0	<u>To approve the minutes of 11th January 2022</u>	
3.1	The minutes of 11/01/2022 were approved as an accurate record of the meeting and signed and dated by the chair with the following revisions noted: <ul style="list-style-type: none"> • Dale Webster highlighted that he and Dan Wallis were both referred to within the minutes as (DW), Dale is to be initialled as (DLW) going forward to differentiate between the two. • AW observed that the date of the next meeting under Item 12 was incorrect and should read Thursday 3rd May 2022; 4.00-5.30pm 	
4.0	<u>To confirm that the actions from the minutes of 11th January 2022 have been taken</u>	
	Agenda Item 5. Update on Resources:	
	Tarmacking	
4.1	HCC have now opened a new round of capital fund bids. TF will submit a new bid for funding to complete tarmacking works.	TF

	<p>UPDATE 03.05.22 – TF confirmed that the bid is still to be completed as the End of Year Finances and budgets have taken priority. <i>Ongoing</i></p>	
4.2	<p>Infant Building Windows and Junior Building Roof bid to county TF has submitted new bids. Decision on successful bids will be notified in sixth months (June 2022). TF will notify RES governors</p>	
	<p>UPDATE 03.05.22 – The results will be known next month and TF will notify the RES Committee. <i>Ongoing</i></p>	TF
4.3	<p>Music Suite TF has obtained costings for the outstanding work. Work needs to be planned in. TF to keep governors informed. UPDATE 03.05.22 – This is an ongoing process and is to be an Agenda item until completed for monitoring purposes, referred to item 5.1. <i>Note superseded - to remove</i></p>	
4.4	<p>AW has discussed the Music Suite development with David Morton (Diocesan Director of Education). AW is waiting for an update from Ruth Garman and will follow up accordingly. UPDATE 03.05.22 – AW reported that she has contacted Ruth Garman further on possible DEB funding for the Music Suite and is still awaiting a response, AW to keep pursuing. <i>Ongoing</i></p>	AW
4.5	<p>PTA PTA held an AGM on 23.11.21 and appointed Officers – Chair, Vice Chair, Treasurer and Secretary. Accounts for 2020-2021 have been audited by TF. Not clear if the Model, Parent-Kind, Constitution was adopted at the AGM. AW will check and encourage the PTA Committee to ensure a copy of their constitution is available on the school website. UPDATE 03.05.22 – AW confirmed that the constitution was located and shared with the PTA Committee and that it did not require publishing on the school website. <i>Completed.</i></p>	
4.6	<p>Securing Grants PF noted DLW has experience writing and submitting CIF bids for academies. He is willing to work with AW, DF and TF in preparing and submitting bids for funding for the Music Suite project. He is also willing to review the current Music Suite contracts. DLW will be asked to join TF, DW and SW to process various funding bids. AW to meet with DLW to discuss. UPDATE 03.05.22 – DLW clarified that he had a brief chat with AW and TF and had offered to help review current and future bids as well H&S documentation as per email sent to TF on 03.02.22. Refer to Item 10.3 for further information. <i>Completed.</i></p>	
	<p>Agenda item 6. To approve policies and confirm those for review</p>	
4.7	<p>Emergency Evacuation Plan & Procedures It was also noted that SW would keep all H & S records and checks updated via the PARAGO system. An iPad has been purchased for SW to keep records remotely. DW to provide setup and training</p>	

	<p>UPDATE 03.05.22 – TF confirmed that SW has received both the iPad and training. Completed.</p> <p>Teachers Pay Policy</p> <p>4.8 PF and AW agreed to check the Herts GRID for any update to the current Pay Policy. An updated policy would be circulated to governors to review and approve via Governor Hub. <i>Ongoing</i></p> <p>UPDATE 03.05.22 – PF confirmed that this was updated and posted on GovernorHub in March. Completed.</p> <p>Premises (TF)</p> <p>4.9 After careful discussion it was agreed, unanimously, not to accept the proposal from TC. AW will communicate the committee's decision to TC, but note that we would still be open to a future discussion about a joint venture that would give the school absolute rights of management and control.</p> <p>UPDATE 03.05.22 – AW confirmed that TC has been informed. Completed.</p> <p>4.10 It was agreed that AW would investigate other funding sources for the development of an all-purpose Sports Court, possibly via the Sports Council.</p> <p>UPDATE 03.05.22 – See next item update. Action deferred - to remove</p> <p>4.11 AW noted she would like the RES Committee to consider the funding of a roof for the swimming pool as the next major project, following the completion of the Music Suite. To be added to the next agenda for discussion.</p> <p>UPDATE 03.05.22 – It was agreed by all to revisit the above potential sports court and swimming pool enclosure/roof developments at a later time when the school's finances would allow adequate resource and time to progress. Action deferred - to remove</p> <p>SFVS (TF)</p> <p>4.12 Work on the 2021-2022 Audit will begin during the February half term week. TF to arrange a meeting with CI and AW</p> <p>UPDATE 03.05.22 – AW, CI and TF met to discuss 2021-22 Audit, refer to notes in Agenda Item 5. Completed.</p> <p>4.13 CI will circulate the SFVS Competency Matrix for RES governors to complete</p> <p>UPDATE 03.05.22 – CI circulated the SFVX Competency Matrix with all Governors completing them for submission as part of the Finance Audit to Hertfordshire County Council in March Completed.</p> <p>Health and Safety</p> <p>4.14 MM and JP will arrange to meet and discuss the spring term Health & Safety visit as part of a hand-over process for JP taking on the role of Health & Safety Link Governor.</p> <p>UPDATE 03.05.22 – MM and JP met and undertook a joint H&S visit with DLW and Steve Whorlow on 28.01.22. Completed.</p>	
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<p>4.15</p> <p>4.16</p> <p>4.17</p> <p>4.18</p> <p>4.19</p> <p>4.20</p> <p>4.21</p>	<p>Finance</p> <p>TF noted that, at the moment, it is looking like we will only have a cfwd figure of £651.00 for the 2022-2023 budget. She will confirm the actual projected cfwd figure once a revised budget has been completed. This will be reflected in the period 9 (December 2021) budget monitoring report.</p> <p>UPDATE 03.05.22 – TF presented the 2021/22-year-end figures which confirmed the actual cfwd figure at £17,767. Completed.</p> <p>AW noted that the decision has been made, and endorsed by governors, to move to a new payroll system (VERA). We hope to make the actual transfer from CIRCO to VERA during February/March 2022. AW will keep governors informed.</p> <p>UPDATE 03.05.22 – This is an ongoing process and is to be an Agenda item until completed for monitoring purposes, referred to item 5.27. Note superseded - to remove</p> <p>Safeguarding</p> <p>As part of the government’s monitoring of Covid management in schools, we have been sent air-monitoring filter systems. SW will install and manage the systems and record the air quality information for government records.</p> <p>UPDATE 03.05.22 – AW confirmed that Steve Whorlow has installed the air-monitoring filter systems and is recording the data. Completed.</p> <p>AW noted that SW raised a concern about asbestos, as part of an asbestos check he carried out before Christmas. County sent an asbestos team in to evaluate the asbestos risk on 23rd December. They concluded there is no evidence of any increased risk from asbestos in the atmosphere, although we are still awaiting the written report. Actions from the report will be notified to governors</p> <p>UPDATE 03.05.22 – AW verified that the school had received the asbestos report and that no further actions were required. Completed.</p> <p>Charging and Remissions Policy</p> <p>The policy was approved. PF will file a copy of the updated policy in GovHub and amend the Policy Schedule.</p> <p>UPDATE 03.05.22 – See next item update. Completed.</p> <p>Teachers Appraisal Policy</p> <p>The policy was approved. PF will file a copy of the updated policy in GovHub and amend the Policy Schedule.</p> <p>UPDATE 03.05.22 – PF relayed that the above policies (‘Charging and Remissions Policy’ and ‘Teachers Appraisals Policy’) were uploaded to GovernorHub (February) with the schedule updated accordingly. Completed.</p> <p>Accessibility Plan</p> <p>The current Accessibility Plan (2019-2022) will expire in July 2022. This plan is monitored termly by JF/JD and reported to governors at RES by JD (see item 10. Below). JF/JD will write a new Accessibility</p>	
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	<p>Plan (2022-2025) and circulate to governors prior to the RE Committee Meeting on 3rd May 2022. UPDATE 03.05.22 – AW reported that the new Accessibility Plan submission has been rescheduled for July 2022. This is an ongoing process and is to be an Agenda item until completed for monitoring purposes, referred to item 6.1. <i>Note superseded - to remove</i></p> <p>To monitor implementation of GDPR</p> <p>4.22 PF noted that the school’s privacy notices, originally written in May 2018, were all out of date. PF has started to review the updated privacy notices on the GDPR Toolkit Site. Once they have been reviewed, he will arrange for the DPT to check them all before replacing the old notices on the website. Governors will be kept informed. UPDATE 03.05.22 – PF confirmed that the Data Protection Team have updated the Privacy Notices and are uploaded on the school’s website. <i>Completed.</i></p> <p>To Monitor the allocation of PPG Funding</p> <p>4.23 JD noted that the Pupil Premium Strategy Statement for 2021-2022 has been completed and is posted on the school website. She also noted an updated format for monitoring the PPG Spend. The Pupil Premium (PPG) Spend Monitoring Report will be updated termly to show how pupil premium money is being allocated and spent on specific priorities. JD will forward a copy of this report to PF. This report should be read alongside the Pupil Premium Strategy Statement for 2021-2022. UPDATE 03.05.22 – PF verified that he had received a copy of the PPG spend monitoring report (March). <i>Completed.</i></p> <p>To monitor the allocation of SPG Funding</p> <p>4.24 JD noted she would be meeting with SS and TF to discuss setting up a Sport Premium (SPG) Spend Monitoring Report, similar to the PPG Report to monitor Sport Premium Spend. A copy of this report would be forwarded to governors when completed. UPDATE 03.05.22 – This is an ongoing process and is to be an Agenda item until completed for monitoring purposes, referred to Item 9.1. <i>Note superseded - to remove</i></p> <p>To monitor actions against the School Accessibility Policy and Plan July 2019 – July 2022</p> <p>4.25 JF/JD will write a new Accessibility Plan (2022-2025) and circulate to governors prior to the RE Committee Meeting on 3rd May 2022. UPDATE 03.05.22 – As Item 4.21. <i>Note superseded - to remove</i></p> <p>4.26 Q. In the 'Persons Responsible' column the term SENCO is used throughout. Would it not be better to allocate some of these responsibilities to the Inclusion Officer or Inclusion Lead? A. Yes, it would be better to differentiate between responsibilities for Inclusion Lead/Officer and SENCO. This will be incorporated in the 2022-2025 Accessibility Plan UPDATE 03.05.22 – As Item 4.21. <i>Note superseded - to remove</i></p> <p>4.27 Q. Pupils joining the school at any age or stage have a smooth start and supported transition. There are 6 actions associated with this</p>	
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	<p>objective. If it is rated green should there not be success criteria for each action? A. Although there are six separate actions, it was felt that achieving a smooth start and supported transition demonstrated success for each action. However, we have discussed how to improve the RAG rating form for use with the new 2022-2025 Accessibility Plan. UPDATE 03.05.22 – As Item 4.21. <i>Note superseded - to remove</i></p> <p>4.28 Q. Run individual training courses on the use of SEN resources. This is rated green. Should there be some information in the success criteria column about which courses have been completed to date? A. Yes, more information should be provided to indicate which training courses have been successfully completed. UPDATE 03.05.22 – As Item 4.21. <i>Note superseded - to remove</i></p> <p>4.29 Q. Explore creating and training a ‘Family Buddy’ bank of existing staff who can translate at events/parents’ evenings (within the school day) for families on request or buy into a Translating package. What is the current status of this action? A. It will be difficult to develop a ‘Family Buddy’ bank from existing staff. Where necessary we will try to link families up, by language, particularly where there are clear EAL needs. UPDATE 03.05.22 – As Item 4.21. <i>Note superseded - to remove</i></p> <p>To receive any other business as agreed by the Chair (MM) DLW notified the following items of AOB with PF, prior to the meeting: -</p> <p>4.30 AOB 1: I have NEBOSH qualifications in the Management of H&S and also in Fire Safety and Risk management so if I can help the school and John as the link-governor for H&S I would be happy to do so, maybe attend the site walk, review the schools FRA and Asbestos Management reports for example.</p> <p>AOB 2: I would like to highlight concerns with the pedestrian routes to the school with regards to safety, particular the zebra crossings and sub-ways. The zebra crossings are in such disrepair that they’re almost invisible to pedestrians never mind vehicles and the subways are intermittently closed due to flooding, lights not working and concrete treads crumbling. I’m meeting with Angela to discuss this separately but thought it might be relevant to this forum too. I’m unsure of what we can do about these items but maybe I can help with writing a report to the Council/Highways department.</p> <p>AW agreed to discuss AOB 1 & 2 with DLW, when she meets with him (see note in item 4 above) UPDATE 03.05.22 – DLW confirmed that AW invited him to the H&S visit in January and recommendations were made which JP has included in his report. The road safety concerns were discussed with JP and SW and confirmed not be part of the school’s responsibility under H&S so DLW will issue a report to the local council personally. Completed.</p>	
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<p>4.31</p> <p>4.32</p>	<p>AOB 3: I'd like to sit down with Tracey to better understand the Budget Monitoring Report. Would it be beneficial to do this as a group so all new Governors could benefit? PF agreed to remind governors about budget training modules available via Modern Governor. It was also suggested that DLW and any other RES governors could be invited to attend the next Budget Review Group Meeting. TF will set a date and notify DRG UPDATE 03.05.22 – DLW attended Period 9 accounts meeting in February. Completed.</p> <p>AOB 4: I recall that we ask for children to wear dark blue coats as part of their school uniform. As a parent I try to put my children in coats that are bright and/or reflective especially with the darker drop-offs and pick-ups around this time of year. The below picture has circled the media several times through the years and shows that the child in the yellow coat is easy to see in comparison to the child in the dark clothing on the below picture who is very difficult to see. I can't clarify if the picture has been altered to dramatise the impact but it does provide a good visual to promote the safety benefits of bright winter clothing. I don't think we manage the coat uniform requirement with an iron fist so maybe we could change it positively as an increased safety measure. If you would rather leave this out as a parent matter that's fine and I can discuss with you, Angela, when we meet next. AW agreed to discuss this with DLW when they met (see above). In general discussion it was agreed that it would be useful to review the uniform requirements, with a view to visibility and health & safety. UPDATE 03.05.22 – Following the meeting AW advised parents via the Newsletter the same week (14.01.22) of the concerns raised above regarding the poor visibility of dark coats when daylight is dim and recommended consideration for lighter colours and reflective items to improve their child's visibility. AW discussed further with DLW and the Uniform Policy is to be reviewed. refer to Item 10.4 for further information Completed.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>To receive an update on Resources</u></p> <p><u>Premises</u></p> <p>Music Suite funding & planning (TF)</p> <p>TF confirmed that both the electrical 1st fix and drainage works were complete and is now awaiting a cost breakdown from heating contractor to progress next stage of works.</p> <p>A discussion was held with regards to the works and associated costs to provide level access to the music suite. DLW said he would look to see if there were any cost-effective alternatives in consideration to the difference between ground and internal floor levels and asked TF to provide DLW with the music suite construction drawings for review.</p>	<p>TF</p>

	<p>Funding of a roof for the swimming pool (AW)</p>	
5.3	<p>Feasibility deferred, see Item 4.11.</p> <p><u>SFVS</u></p> <p>Feedback on 2021 HCC Audit (TF)</p>	
5.4	<p>TF is awaiting clarification from HCC on what information they require following the 2021 audit feedback, specifically with regards to superseded staffing structures.</p> <p>2022 Audit (TF)</p>	TF
5.5	<p>TF reported that the 2022 Audit was submitted to HCC and acknowledged on receipt.</p> <p><u>Health and Safety (JP)</u></p> <p>As per item 4.14, DLW, JP, MM and SW completed the H&S site inspection on 28.01.22. JP's H&S Inspection Report is uploaded onto GovernorHub. The main items for consideration were noted by JP as below:</p>	
5.6	<p>JP raised concerns with the condition of the perimeter fencing to the North West and North East corners of the playing field. AW confirmed that she had reviewed the fencing following the H&S inspection and felt that the outer fences added an additional barrier for protection. JP and DLW to review the boundary fence condition by completing an external perimeter walk around the site.</p>	DLW/JP
5.7	<p>Fire doors identified that appear to be surrounded by non-fire rated glass. DLW clarified that where a fire door is not installed within a tested fire resisting structure it is not a fire door and this is not an uncommon occurrence in old buildings. DLW said he would look at the FRA report recommendations with JP on receipt from TF.</p>	DLW/JP/TF
5.8	<p>There are doors, mainly in the Junior school that don't have finger guards. DLW confirmed that finger guards are usually included as good practice on new build schools and door replacement schemes for existing schools. DLW stated that he wasn't aware of any Regulations in this regard but highlighted that the Department for Education (DfE) has guidance on door finger guards and recommended that this is referred to and a risk assessment is undertaken dependent on user age.</p>	AW/JP
5.9	<p>Torches are used for emergency lighting within both Infant and Junior School halls. DLW recommended on the site walk for integrated Emergency Lighting to be included within the planned LED lighting replacement scheme. TF confirmed that the scheme has now been completed and had received 1No. quote at approx. £1k for stand-alone emergency lighting to the halls. DLW asked for the newly fitted lighting specification to see if it could be upgraded retrospectively using compatible emergency light battens as a possible cost-effective solution.</p>	DLW/TF

5.10	JP recommended that depth signs were added to the swimming pool to identify the shallow and deep ends. AW agreed and would arrange with SW.	AW
5.11	JP highlighted that the last Fire & Rescue Inspection was 2½ years ago and proposed for another Inspection to be arranged. JP said he would arrange the inspection and AW agreed.	JP
5.12	The concrete paving slabs to the Main Entrance and Cherry Tree path are uneven. AW confirmed that solutions are being reviewed and TF is assessing if a Capital bid would fund the new ground works to remove the slabs and replace with an alternate design to accommodate further ground movement from the adjacent trees. Dangerous slabs are to be marked and levelled in the meantime.	TF
5.13	JP discussed potential training courses that would benefit SW in his role as Site Manager, 'Managing Contractors' and 'Asbestos Management'. AW confirmed that SW has completed his Asbestos Awareness Training and would discuss with SW.	AW
5.14	JP raised with SW that notices are required to identify Fire Wardens and Fire Marshalls in both the Infant and Junior School main entrances, SW to complete.	JP/SW
5.15	JP reported that the Junior school has 52m long corridor without cross corridor separation and additional fire detection and/or fire protection may be required. DLW advised that the FRA report should have identified this and the recommendations should be reviewed when provided by TF.	DLW/JP/TF
5.16	JP indicated that the use of ladders should be overseen by a second person and SW shouldn't be accessing the infant school's flat roof. AW agreed and SW is to arrange for qualified contractors to access the flat roof moving forward. DLW asked if SW had received Working at Height training and AW confirmed he had.	
5.17	JP to investigate the clean air monitor results for publishing.	JP
	<u>Grounds Maintenance quotes (TF)</u>	
5.18	TF presented 3No. quotes for the annual ground's maintenance services as attached to these minutes (Appendix 1) and summarised below: Frank Cooper & Son Ltd - £6,100.00 + VAT Stewart Bullard & Son Ltd - £6,156 + VAT PGSD Ltd - £6,723.00 + VAT (Current Service Provider) On review of the quotations, it was agreed by all that Stewart Bullard & Son Ltd provided the best value for money, tendering £56 above the lowest quotation but allowing for more frequent visits to carryout border maintenance and the renewal of playground markings.	

	<p><u>Finance</u></p> <p>Budget monitoring report for period 12 (TF)</p> <p>5.19 TF confirmed that the 2021 Financial Year End (period 12) budget monitoring report was complete and uploaded onto Governor Hub.</p> <p>2022/2023 budget proposal (TF)</p> <p>5.20 TF presented the draft budget proposal for the next three years commencing with the 2022/23 projections.</p> <p>5.21 TF raised concerns with the 2022/23 budget anticipating an in-year deficit of £16,772 which projected a surplus of only £995 to be carried forward into the 2023/24 financial year with all Capital income identified to be spent. The figures assume a full intake of 60 children each year from 2022/23 which is unprecedented with the added challenge of low birth rates. As the funds delegated by the LA are paid in arrears i.e., the following academic year, any increase in pupil enrolment will not be realised financially until the next financial year. Unforeseen spend is always likely and without any contingency allowance it is likely that next year makes a cumulative loss.</p> <p>5.22 TF highlighted that there is a deficit of approx. £6k between the SEN funding received and the actual cost of providing SEN support.</p> <p>5.23 TF confirmed that the main reason the 2022/23 budget is showing an in-year deficit is because of the anticipated energy costs approximately doubling in price to £55,125.</p> <p>5.24 AW discussed the possibility of merging the two Year 4 classes into one due to the year having the lowest number of pupils on role (currently at 36) as a possible solution to mitigate the loss.</p> <p>5.25 AW also tabled that the old Head Teachers property was sold previously with all funds held in trust by the Diocese of St Albans. AW has started to explore what funds are available if any from the trust and asked if PF would assist in further proceedings. PF agreed.</p> <p>5.26 DW said he had investigated funding possibilities for energy efficient heat and power sources to reduce the school's energy costs and carbon emissions and would explain in further detail under AOB, see item 10.7.</p> <p>VERA - Payroll System (TF)</p> <p>5.27 AW confirmed that the implementation has been rescheduled for September.</p> <p><u>Personnel – financial only (TF)</u></p> <p>5.28 TF stated that there were no items to discuss.</p>	
		AW/PF

5.29	<p><u>Safeguarding – premises only (AW/TF)</u></p> <p>AW reported that the pod was now operational in line with the new Behavioural Policy and was working well to reduce occurrences of unacceptable behaviour however there is a cost implication to note as an ‘Inclusion Team’ member is required to manage the process.</p>	
6.0	<p><u>To approve policies and confirm those due for review:</u></p> <p><u>Policies due for approval:</u></p> <p>Accessibility (3 year) Plan</p> <p>6.1 AW reported that the new Accessibility Plan would be completed for July 2022. The revisions will include the recommendations as agreed during the previous meeting on 11.01.2022. These are listed below for reference:</p> <ul style="list-style-type: none"> • Where ‘SENCO’ is generically used to identify the person responsible, allocate the appropriate Inclusion Lead or Inclusion Officer as applicable. • The RAG rating form is to be adopted for use with the new 2022-2025 Accessibility Plan to demonstrate success. • Provide more information to indicate which individual training courses on the use of SEN resources have been successfully completed. • The action to explore creating and training a ‘Family Buddy’ bank of existing staff who can translate at events/parents’ evenings (within the school day) for family’s needs on request is difficult to achieve with the current staff. Simon Scott (Assistant Headteacher) is looking at ways to support the translation of communications and will be reflected in the plan. <p>Lettings Policy</p> <p>6.2 The revised lettings policy was approved and agreed by all</p> <p><u>Policies due for approval in Autumn 2022:</u></p> <p>6.3 Health & Safety Policy</p> <p>6.4 Teachers’ Pay Policy</p>	AW/JD
7.0	<p><u>To monitor implementation of GDPR</u></p> <p>7.1 PF stated that Privacy Notices were all updated and Data Protection Impact Assessments (DPIAs) are to be undertaken.</p>	DW/PF/TF
8.0	<p><u>To Monitor the allocation of PPG Funding</u></p> <p>8.1 The spring term Pupil Premium (PPG) Spend Monitoring Report was uploaded onto GovernorHub and JD reported that to date they have spent two thirds of the funding in line with the planned spend of two thirds.</p>	

8.2	JD reported that teacher assessments had found approx. 20% of PPG pupils are now graded good or outstanding.	
8.3	JD highlighted that the 'Little Wandle' Phonics and Reading programme has increased budget spend but the teachers are already seeing a notable improvement, particularly in the EYFS with children reading earlier and more independently. DLW said he had observed the progress first hand reading with his second child who is currently in Reception.	
9.0	<u>To monitor the allocation of SPG Funding</u>	
9.1	JD reported that alongside Simon Scott (Assistant Headteacher) they had changed the format of the proposed SPG Spend Monitoring report and that it would be ready for distribution within the Summer Term.	JD/SS
9.2	JD communicated that the costs for sport tournaments had increased SPG spend.	
9.3	It was noted by JD that SPG funding can be used for assisting with SEN swimming costs.	
10.0	<u>To receive any other business as agreed by the Chair (PF)</u>	
10.1	DLW and JP highlighted that they had both personally shown an interest in helping house Ukrainian refugees and it may be a possibility that the wider Hoddesdon community are doing the same. As a result, it is likely that St Catherine's will organically help to school some children utilising the available spaces throughout the year groups.	
10.2	AW reported that a child, who is a refugee from Ukraine is attending the school and is receiving remote support from teachers still in Ukraine for 1-2 hrs before school hours to assist with the transition despite the current situation. The Committee noted the overwhelming dedication and shared great admiration for those teachers.	
10.3	Further to Item 4.6 DLW clarified that he had a brief chat with AW and TF and had offered to help review current and future bids as well H&S documentation as per the email sent to TF (03.02.22). For ease of reference the information requested is relisted below: <ul style="list-style-type: none"> • Bid submissions for windows/pitched roof/flat roof • Music suite contract drawings and specification • Details of the new heating system installed and any historical annual repair heating/electrical costs to facilitate potential new bid for energy efficient heat/power source renewables • Pool design drawings/spec to look at feasibility for pool enclosure bid • CAD drawing detailing the school layout • The school FRA report • The school Asbestos Management report 	TF

	<ul style="list-style-type: none"> • PF also highlighted that the school Condition report/PDS would assist also. <p>TF confirmed she would email the above information to DLW.</p>	
10.4	Further to Item 4.32 AW agreed to review the school's uniform policy in a view to improving children's visibility during the darker months.	AW
10.5	AW and JD reported that the attendance of disadvantaged pupils had increased up to 91% which was high. DLW commended their efforts in achieving this in consideration to the wrap around care, attendance monitoring and face to face measures they've introduced to improve attendance figures.	
10.6	JD communicated that a survey was issued to parents (29.03.2022) via email to ascertain whether the school costs are causing any concerns for families and to see whether there is anything that the school could do otherwise to help. It was noted on the results that there was little difference in the responses from families meeting the disadvantages pupils' criteria and those who do not.	
10.7	<p>Further to Item 5.26 DLW provided a quick insight into research he'd undertaken into the Governments Public Sector Decarbonisation Scheme (PSDS) in the hope of reducing the schools carbon emissions and energy bills. The summary of his findings are below:</p> <ul style="list-style-type: none"> • The PSDS has awarded grants to public sector organisations for energy efficiency and heat decarbonisation projects i.e., heat pumps, battery storage, solar panels and envelope improvements such as double glazing, wall insulation etc... • Hertfordshire CC has been awarded £24,007,737 for three 'projects' within Phase 1 of the scheme. • These 'projects' comprise of 182 Council Buildings, 74 Schools and 23 emergency service buildings. • There are 412 schools in Hertfordshire, excluding Academies • HCC short term goals within 2022 are to set up an HCC energy task force to agree an energy strategy, launch a schools energy management programme and identify and develop renewable energy investment projects. <p>DLW stated that he had been asked to provide Architectural Services on the same decarbonisation scheme with a London Borough Council which are currently nearing the completion of delivering 27 decarbonisation school projects, therefore nationally the scheme appears to be moving at pace.</p>	
10.8	DLW would like to investigate the possibility of approaching HCC with a quick feasibility to discuss whether there is an opportunity to bid for decarbonisation works on receipt of the relevant information requested from TF under item 10.3.	DLW/TF
10.9	DLW reminded the Committee that the deadline for the HASG Governor Awards Nominations was the 31 st May 2022 and had sent a blank word template to everyone if they wished to nominate. DLW	ALL

<p>10.10</p> <p>10.11</p> <p>10.12</p>	<p>highlighted that PF would be a worthy nominee in appreciation of his hard work and commitment to the school and Governing Body.</p> <p>PF highlighted that where various improvements are tabled by AW and JD that the appropriate data is needed to back it up.</p> <p>JP commented that during his previous tenure as a Governor at the school, pupils would present to the Governing Body (GB) which helped to remind the GB of why they were there, develop pupils speaking skills and build a stronger bond between the GB and the children. AW said this was a good idea and would consider the proposal further.</p> <p>CP and JP communicated that a lot of new build housing is being developed within the local area and could potentially assist in maintaining a full intake in future years with letter dropping and local advertising possibilities. DLW communicated that he had produced an admissions report in December to try and understand why the school admissions were low following his positive experience, summarising the criteria he used as a new parent choosing a primary school within the local area to offer an external insight to the school which included CP & JP's observations. The report was done personally and not by or for the school and asked AW if he could share his report with the GB. AW agreed and welcomed the suggestion. DW to issue his Admission Report to the GB.</p>	<p>AW</p> <p>AW/DLW</p>
<p>11.0</p> <p>11.1</p>	<p><u>To confirm time of next meeting:</u></p> <p>Date of next meeting TBC</p>	<p>MM</p>

Summary of actions

Item	Action	Responsible	When
4.1	Tarmacking. TF will submit a new bid for funding to complete tarmacking works.	TF	22/07/2022
4.2	Infant Building Windows and Junior Building Roof bid to county. The results will be known next month and TF will notify the RES Committee.	TF	30/06/2022
4.4	AW reported that she has contacted Ruth Garman further on possible DEB funding for the Music Suite and is still awaiting a response, AW to keep pursuing.	AW	On going
5.2	TF to provide DLW with the music suite construction drawings for review.	TF	20/05/2022
5.4	TF is awaiting clarification from HCC on what information they require following the 2021 audit feedback	TF	On going
5.6	JP and DLW to review the boundary fence condition by completing an external perimeter walk around the site.	DLW/JP	20/05/2022
5.7	Fire doors identified that appear to be surrounded by non-fire rated glass. DLW said he would look at the FRA report recommendations with JP on receipt from TF.	DLW/JP/TF	20/05/2022
5.8	There are doors, mainly in the Junior school that don't have finger guards. DLW highlighted that the DfE has guidance on door finger guards and recommended that this is referred to and a risk assessment is undertaken dependent on user age.	AW/JP	27/05/2022
5.9	Torches are used for emergency lighting within both Infant and Junior School halls. DLW asked for the newly fitted lighting specification to see if it could be upgraded retrospectively using compatible emergency light battens as a possible cost-effective solution.	DWL/TF	20/05/2022
5.10	JP recommended that depth signs were added to the swimming pool to identify the shallow and deep ends. AW agreed and would arrange with SW.	AW	27/05/2022
5.11	JP highlighted that the last Fire & Rescue Inspection was 2½ years ago and proposed for another Inspection to be arranged. JP said he would arrange the inspection and AW agreed.	JP	27/05/2022
5.12	The concrete paving slabs to the Main Entrance and Cherry Tree path are uneven. AW confirmed that solutions are being reviewed and TF is assessing if a Capital bid would fund the new ground works.	TF	By next meeting
5.13	JP discussed potential training courses that would benefit SW in his role as Site Manager, Managing Contractors and Asbestos Management. AW confirmed that SW has completed his Asbestos Awareness Training and would discuss with SW.	AW	By next meeting

5.14	JP raised with SW that notices are required to identify Fire Wardens and Fire Marshalls in both the Infant and Junior School main entrances, SW to be complete.	JP/SW	27/05/2022
5.15	JP reported that the Junior school has 52m long corridor without cross corridor separation and additional fire detection and/or fire protection may be required. DLW advised that the FRA report should have identified this and the recommendations should be reviewed when provided by TF.	DLW/JP/TF	27/05/2022
5.17	JP to investigate the clean air monitor results for publishing.	JP	30/06/2022
5.25	AW also tabled that the old Head Teachers property was sold previously with all funds held in trust by the Diocese of St Albans. AW has started to explore what funds are available if any from the trust and asked if PF would assist in further proceedings. PF agreed.	AW/PF	30/06/2022
6.1	AW reported that the new Accessibility Plan would be completed for July 2022. The revisions will include the recommendations as agreed during the previous meeting on 11.01.2022, re-listed under Item 6.1.	AW/JD	01/07/2022
7.1	PF stated that Privacy by Design Data Protection Impact Assessments are to be undertaken.	DW/PF/TF	By next meeting
9.1	SPG Spend Monitoring report to be sent to governors.	JD/SS	Before end of term
10.3	TF to provide bid and H&S documentation as per email sent by DLW (03.02.22) plus the school PDS. The information requested is listed for ease of refence under Item 10.3.	TF	27/05/2022
10.4	Further to Item 4.32 AW agreed to review the school's uniform policy in a view to improving children's visibility during the darker months.	AW	By next meeting
10.8	DW would like to investigate the possibility of approaching HCC with a quick feasibility to discuss whether there is an opportunity to bid for decarbonisation works on receipt of the relevant information requested from TF	DW/TF	By next meeting
10.9	DW reminded the Committee that the deadline for the HASG Governor Awards Nominations was the 31st May 2022 and had sent a blank word template to everyone if they wished to nominate.	ALL	31/05/2022
10.11	JP commented that during his previous tenure as a Governor at the school pupils would present to the Governing Body (GB). AW said this was a good idea and would consider the proposal.	AW	By next meeting
10.12	DW to issue his Admission Report to the GB.	DLW	20/05/2022
11.1	Date of next meeting TBC	MM	28/05/2022

APPENDIX 1
Grounds Maintenance Quotations

FRANK COOPER & SON LIMITED

GROUNDINGS MAINTENANCE AND LANDSCAPING CONTRACTORS
Unit 1 The Old Barns, Stringers Lane, Aston, Hertfordshire SG2 7EF
Telephone: 01438 880660 • Fax: 01438 880661

Mrs Catherall
St Catherine's School
Haslewood Avenue
Hoddesdon
Herts
EN11 8HT

Date 29th March 2022

Grounds Maintenance

Dear Mrs Catherall

Please find set out below a quotation as requested.

To cutting grass areas around the School by means of ride-on mowers and strimmers
To leaving the arisings to disperse on site

To pruning the shrubs as and when necessary, adhering to good horticultural practice.
To removing the arisings from site.

To cutting the hedges, twice times a year and removing the arisings from site.

To lifting the tree branches, up to 75mm in diameter, to the height of 2m.

To setting out and overmarking the football pitches fortnightly between September and April.

To setting out and over-marking running track and other summer sports markings during the spring term

To spraying hard surfaces with a permitted herbicide on 4 occasions
To clearing the leaves and removing from site.

£6100.00 plus vat per annum

Yours sincerely

Shaun Nutley
Grounds Maintenance Manager

Direct Line: 07900 210 142
Email: shaun@frankcooperandson.co.uk

www.frankcooperandson.co.uk
Company Registered No. 5250890

QUOTATION FOR GRASS CUTTING AND GROUNDS MAINTENANCE AS REQUESTED
STEWART BULLARD & Son Ltd.

SCHOOL NAME: St Catherine's Primary School

Thank you for giving us the opportunity to quote for your ground maintenance contract. Below is the annual cost of the contract.

The service you would receive from us for the Core would be as follows, and meeting the requirements requested by yourselves on the specification supplied.:

Grass Cutting Amenity & Sportsfield:
Hedge Cutting:
Line Marking:
Herbicide Spraying:
(hard surfaces)
Playground markings:

The annual cost for your school for the CORE will be £4716.00 + VAT

Border Maintenance: Visits April, May, June, July, September, October

The annual cost for this option for your school will be £ 900.00 + VAT

Leaf Collection: 3 occasions, October, November, December.

The annual cost for this option for your school will be £ 540.00 + VAT

Payments: Are divided into 12 monthly payments and invoiced at the end of each month.

If you wish to proceed with this contract, please let me know and I shall draw up your formal contract.

Yours sincerely



Sara D'Arcy
Office Manager
Stewart Bullard & Son Ltd
01763-244431

Total
£6156

Private & Confidential

St Catherine's C of E Primary School
FAO Mrs Wallis
Haslewood Avenue
Hoddesdon
Herts
EN11 8HT

25/01/2022

Dear Mrs Wallis

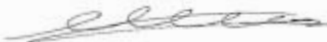
Many of our schools' contracts have not had inflationary increases for a considerable time and some not at all, since we commenced work and we have tried to absorb this cost however, with the UK leaving the EU and with Covid pandemic our costs have increased exponentially. In the last year our direct labour has increased by 22% and our motor expenses have increased by 26% and those components combined make up 59% of our total contract price and this has left many contracts now running at a loss.

As an SME we need to monitor our costs very carefully and we loathe to add additional pressure on clients' budgets however we have re-priced our contracts based on our current overheads and thus we need to request a contract increase to **£6,723.00 p.a.** to make it viable for us to continue.

We would like to confirm changes by 31 March 2022.

If you have any queries, please do not hesitate to contact us.

Regards,



Mark Hooley

Managing Director



Registration No 2316661
e-mail: info@pgsd.co.uk

Landscape Contractors
telephone: 020 8577 3444

VAT No 745 0705 42
website: www.pgsd.co.uk